Annex 5

**Request for payment**[[1]](#footnote-2)

Project number:

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Q | S | F |  |  |  |  |  |  |  |

Project title:

The QSF Coordinator submits the following request for payment, further to approval by the QSF Board of the above-mentioned project proposal and in accordance with the conditions of payment referred to in the notifi­cation of unconditional approval. I hereby request on behalf of the International Bureau/restricted union/beneficiary country of:

Payment of: USD under the head of the above-mentioned project.

This amount constitutes:

❑ the full and single sum ❑ the instalment of \_\_\_\_% of the results of the call for tenders

❑ an interim payment ❑ payment of the balance

It should be paid into the bank account detailed below:

Account number (IBAN, if available):

Name and address of account holder:

SWIFT, name and address of bank (and branch, as appropriate):

Important note: if some other method of payment is to be requested, please contact the QSF Secretariat before submitting this application (contacts: e-mail faqs-finances@upu.int, telephone: +41 31 350 36 01 or +41 31 350 31 11, fax: +41 31 350 35 98).

Stamp of the designated operator

The following supporting documents are attached:

❑ inception report (for single sum payment or instalment payment)

❑ interim report (for an interim payment)

❑ final report (for payment of the balance)

❑ invoices/results of the call(s) for tenders   
(original or copies certified by the QSF Coordinator).

Place:

Date:

Name of the QSF Coordinator:

Signature of the QSF Coordinator:

Request authorized by the QSF Secretariat:

Request transmitted to QSF Finance on:

1. Only the original request for payment, duly completed, dated, signed by the QSF Coordinator and bearing the organization/designated operator’s stamp will be accepted. [↑](#footnote-ref-2)